

# Collaborative HIPAA Implementation Project (CHIP Workgroup)

February 6, 2002, 10:00 AM  
2030 "J" Street, Sacramento CA  
(916) 556-3477 ext. 112

Revised: 2/1/2002

	Topic	Presenter	Actions (Who, what and when)
1	<b>Introductions Review Agenda</b>  <b>10:05</b>	<b>Dave Hartson DMH</b>  <b>15 minutes</b>	1. Introductions – Sign-in Sheet. 2. Meeting House Keeping 3. Agenda Changes 4. Approve minutes prior meeting (11/27) 5. New HIPAA site at: <a href="http://www.dmh.ca.gov/hipaa2001">http://www.dmh.ca.gov/hipaa2001</a> 6. Charter Status 7. CMHDA Kick-off Letter
2	<b>Status Report on Various Meetings Held.</b>  <b>10:20</b>	<b>Dave Hartson DMH</b>   <b>D.Henderson</b>  <b>15 minutes</b>	Alcohol Drug Program Meeting held 12/02.  Executive Sponsors Meeting Tel. Conf. Call 1/22/02.  CHMDA IT Sub-Committee Status  Should we have monthly, quarterly meetings (tel. conf) with Workgroup Executive Sponsors?
3	<b>Compliance Plan for Ext.</b>       <b>10:35</b>	<b>Dave Hartson DMH</b>  <b>D. Henderson Butte County</b>  <b>S. De Moss Merced County</b>  <b>30 minutes</b>	What's the Plan? Where do we go with this?  Do counties need to submit a 'compliance plan'?  Do counties want to file an extension?  What's OHI's role?  Can the CHIP Workgroup Support counties?  Do HIPAA Covered Entities wait until March for the Feds to deliver Templates and deliverables?
4	<b>Project Management Plan</b>  (Cont.)	<b>Dave Hartson</b>	Review. Discuss other PMP components and Plan to complete.

	Topic	Presenter	Actions (Who, what and when)
	<b>Workflow Diagram (review draft)</b>  <b>11:05</b>	  <b>55 Minutes</b>	Frequently Asked Question (FAQ) Post on the WebSite?  Group participation - review the Workflow diagram.  Group participation – Strategize getting work done. Identify smaller workgroups? Team Leaders? Task force.
<b>5</b>	<b>LUNCH</b>  <b>12:00</b>	  <b>1 hour</b>	<b>There are several places to eat within walking distance.</b>
<b>6</b>	<b>Project Schedule</b>          <b>1:00</b>	<b>Dave Hartson DMH</b>      <b>CHIP Workgroup Participants</b>          <b>1 hr 45 min</b>	Workgroup Objectives:  Identify and inventory HIPAA-affected DMH & County systems. Establish priorities and identify <u>resources</u> . 1 <sup>st</sup> priority pick-up where we left off with SD/MC? Realistic Start/Finish Dates to Project Tasks. Identify the gaps where the current State and County IT environment is not compliant w/HIPAA standards.  Other Issues:  Templates for inventory/assessment – Took Kit? Use ‘initial assessment’ & ‘gap analysis’ documents already completed by others leading the way with HIPAA?  Microsoft Project 2000?  .PDF version on the Project Schedule on the DMH Website? This schedule needs to be made available/used by the workgroup.
<b>7</b>	<b>Next Meeting Delta Adjourn</b>  <b>2:45</b>	<b>Dave Hartson DMH</b>     <b>15 minutes</b>	<b>Next Meeting: March 1, 2002. CMHDA Building, 2030 J St., Sacramento, CA</b>  <b>Topics: Project Schedule Impacted Systems.</b>

**Collaborative HIPAA Implementation Project (CHIP)**  
**Workgroup Meeting**  
**February 06, 2002**

**MEETING MINUTES**

**1. INTRODUCTIONS REVIEW AGENDA**

**Introductions – Sign-in Sheet.**

<b>Representatives Name</b>	<b>County or State Department</b>
Barry Hall	Alameda
Donna Haddad	ADP
Duane Henderson	Butte
Kathy Kuntz	Butte
Dave Hartson	DMH-IT
Bernie Schult	DMH-IT
Gary Renslo	DMH-IT
John Glabas	DMH-IT
Ken McKinsty	DMH-IT
Patricia Preciado	DMH-IT
Vicky Lawson	DMH-IT
Sara Gilb	DMH-Statistics & Data Analysis
Erika Cristo	DMH-Systems Implementation Support
Chuck McCartney	Kern
John Campbell	LA
Marsha West	Merced
Scott DeMoss	Merced
Doug Hawker	Napa
Eric Swan	Napa
Maria J. Barteaux	San Francisco
Nan Dame	San Francisco

**Remote Phone Access:**

<b>Representatives Name</b>	<b>County or Office</b>
Dennis Louis	Stanislaus
Leslie Axtell	San Luis Obispo

**Agenda Changes:**

**Local Codes:** Sara Gilb gave an update on the code status. She expects that the code sets will be set up within a couple of months. There was discussion about the need to move forward with the already agreed upon codes.

[Action Item:] Dave Hartson will invite Stan Johnson to join the workgroup at the next meeting (April 2, 2002), to discuss this subject in more detail.

[Action Item:] Duane, Sara, Scott, and John Campbell will prepare all issues brought up by counties regarding the Local Codes for submittal to Stan Johnson.

[Workgroup Conclusion:] This subject was scheduled for further discussion with Stan Johnson (April 2, 2002).

**L.A. County's Project Plan:** John Campbell provided the group with an in depth discussion regarding LA's County's HIPAA project documents.

[Action Item:] It was suggested that we create a link to LA County's documents as models of HIPAA preparation.

### **Project Managers Status Report:**

- **Charter:** Still going around for signatures.

[Action Item:] Dave Hartson will facilitate the completion of signatures for the workgroup's Charter by the next meeting (April 2, 2002).

- **Kick Off Letter:** The CMHDA letter was sent out to counties and the response seems favorable. The hope is, that the letter will culminate the favorable support and participation required for this workgroup to continue effectively.

## **2. Status Report on Various Meetings Held**

- **ADP Support:** Gary Renslo and Dave Hartson had a meeting ADP to organize support from their department. ADP was very receptive and supportive to participate with the workgroup.
- ADP offered two of their ADP county liaisons to participate in the workgroup. Chuck Deutschman from Contra-Costa & Connie Moreno-Peraza from Contra-Costa. Welcome!

## **3. Compliance Plan**

- A summary of the HR3323 bill was provided for the meeting. Discussions followed:

All counties are responsible for preparing their own compliance plan to the federal DHHS to apply for the one-year extension.

DHHS will be providing the details of the 'model' form and submission procedures to be available by March 31, 2002. The compliance plan can be submitted electronically.

For more information you can visit the American Hospital Association web site at: [www.aha.org](http://www.aha.org)

[Workgroup Conclusion:] This issue will be deferred for further discussion until after March 31<sup>st</sup>, when DHHS makes the model and procedures available for electronic submittal.

#### **4. Workflow**

The workflow diagram was discussed and changes were made.

[Action Item:] Dave will coordinate changes that were suggested to the 'workflow diagram' by the workgroup.

#### **5. Project Schedule Review**

- Some members were not able to view workgroup documents sent via e-mail due to software conflict (e.g. Visio and MS Project versions).

[Action Item:] Dave will start updating the DMH web site with viewable versions of all documents.

#### **6. Project Schedule**

- At this time work on the schedule is in progress.

[Action Item:] Gary will provide a project schedule progress update at the next meeting scheduled for April 2, 2002.

The workgroup was in consensus to begin the "initial assessment" of DMH Information Technology (I.T.) systems.

It was noted that a lot of productive work has gone in to "mapping" of the Short Doyle Medi-Cal System by a previous workgroup and contractor.

[Workgroup Conclusion:] The project strategy to completing the work ahead is to divide tasks into smaller components and create teams (sub-workgroups) that can guide the workgroup to implementation.

[Workgroup Conclusion:] The CHIP workgroup was in consensus that these prior efforts must be continued.

[Action Item:] Create a sub-workgroup Team to do the 'initial assessment' of the DMH I.T. systems. Develop a timeline. Make a template, and matrix. Then we will do some mapping and code sets. The first deliverable will be a draft assessment to be evaluated as a group.

**Team Leader:** Kathy Kuntz.

**Team:** Sara Gilb, Maria J. Barteaux, Nan Dame, Teri Williams, Erika Cristo, and ADP staff.

**Time Line:** By the next meeting April 2, 2002, a DRAFT of the initial assessment should be completed.

[Action Item:] Kathy will arrange the first meeting for the initial assessment evaluation team.

[Action Item:] Sara will locate any documentation of earlier work regarding the initial assessment template and covered entities.

[Action Item:] Donna Haddad (ADP) will coordinate with the ADP County Liaison to request their presence and participation at the next CHIP Workgroup Meeting.

## **7. NEXT MEETING**

- Next meeting , originally scheduled for March 1, 2002, was rescheduled for April 2, 2002. CMHDA Building, 2030 "J" St., Sacramento.

**For questions contact Dave Hartson at (916) 654-6272 or [dhartson@dmhhq.state.ca.us](mailto:dhartson@dmhhq.state.ca.us)**